



Pontypridd High School

School Site Traffic Management Plan

School Site Traffic Management Plan

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Member of staff responsible:	Headteacher
Committee Responsible:	Premises and Health and Safety

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1. Introduction

This policy review is being made in the knowledge that further changes are likely prior to the opening of a new 3-16 school on the present PHS site in September, 2024. This will give consideration for the range of building and development work that will include changes to the area around the school entrance and for the nature of how different vehicles access and exit the school site.

Pontypridd High is a large site with different types of vehicle movements throughout the day, peaking at the start and end of the school day. Vehicles present include staff cars, parent / carer and student cars, contract buses, minibuses and taxis, delivery vehicles and contractor vehicles including, for example, refuse collection.

As with other aspects of health and safety it is important that vehicle movements on site are properly managed. The Leadership Team (LT) and school governors have worked with Corporate Maintenance, Highways Department and the Council's Health and Safety Team to identify control measures so that risks are kept to a minimum.

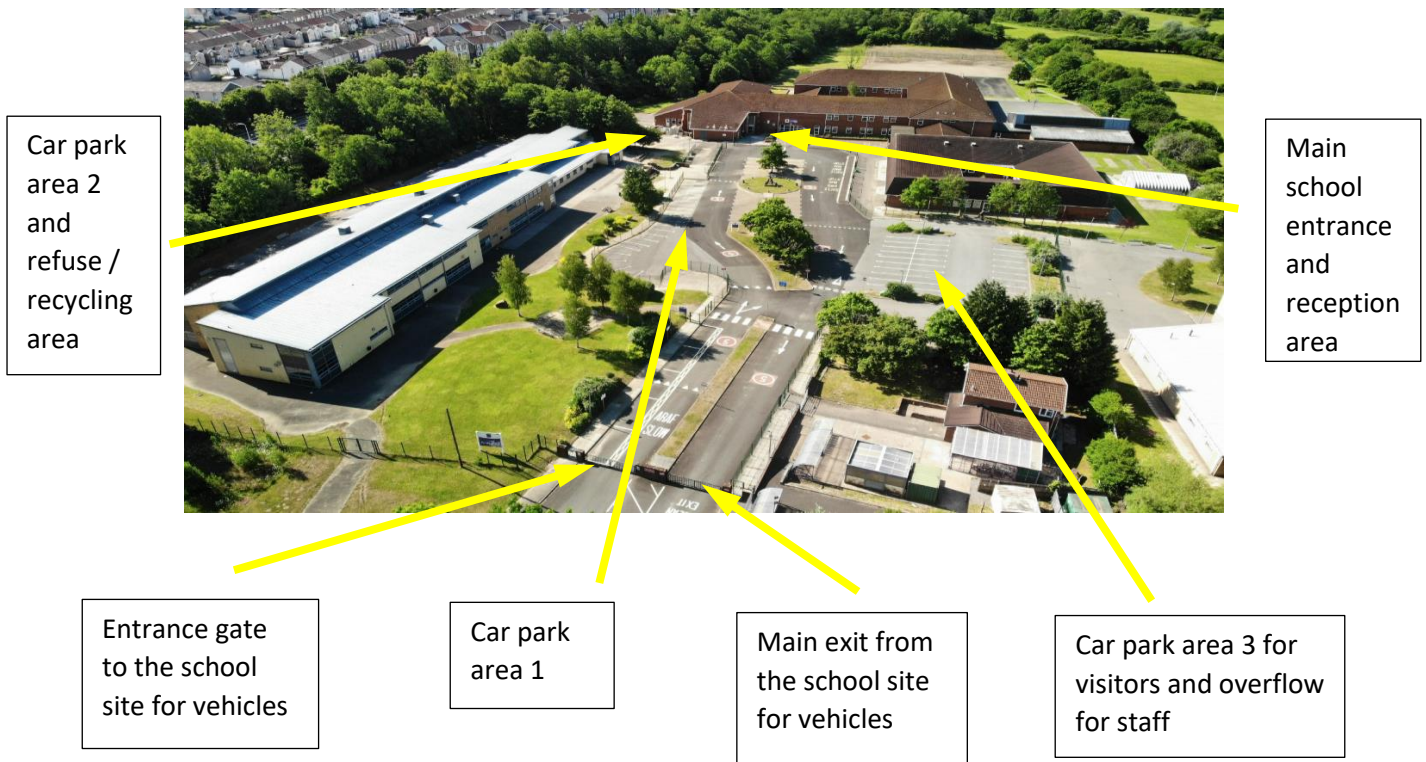
This Traffic Management Plan (TMP) is produced to inform and instruct employees, students, parents / carers and other visitors concerning the site rules that are deemed suitable and sufficient to manage traffic movements at the school. The main objective is to keep people safe, principally by segregation of pedestrians and vehicles.

The school takes the health and safety of all site users very seriously. It is therefore imperative that individuals take care, exercise caution when in the school grounds or within the vicinity of the school grounds and follow instructions to avoid risk of injury. If there are any concerns about traffic safety on or around the site these should be reported to the Executive Head Teacher, Head of School or Site Manager.

The instructions contained within this TMP constitute site rules. Students and staff in breach of the site rules may be subject to disciplinary action. Staff will be provided with a copy of this TMP at induction, and at regular intervals as required. Students will be informed of the relevant parts at the start of the academic year or when they first enrol at the school if that falls outside of the start of the academic year. This is the responsibility of the relevant Wellbeing Managers.

Relevant parts of this TMP will be used to inform parents / carers, contractors, delivery companies, contracted bus services, kitchen staff, cleaning staff and other visitors of the traffic management arrangements at the school.

2. Main school site



3. Site Speed limits

A significant factor in most traffic accidents is the speed at which the vehicle is being driven. This factor also significantly affects the severity of any injuries suffered by pedestrians. Therefore, the school operates a strict maximum speed limit of **5 MPH** throughout the school. Drivers are expected to adhere to the speed limit (as well as all other site rules) and drive appropriately, taking into account pedestrians as well as local weather conditions and other site traffic.



Traffic calming measure on entrance to main car park area 1 and main school site



5 MPH speed limit road markings. These are repeated at different points around the site

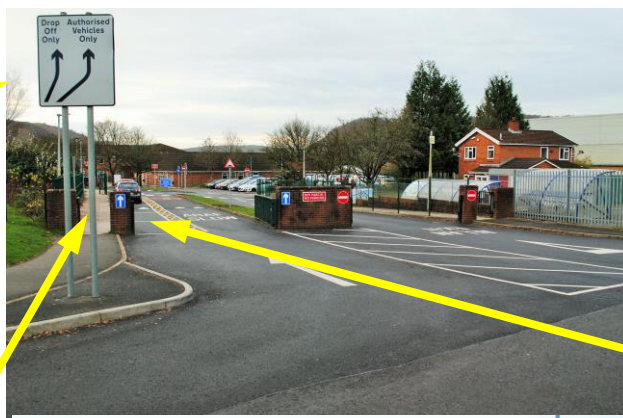
4. Reversing

Reversing vehicles are a significant factor in many fatal accidents. Reversing on the school site should be avoided as much as possible. Where reversing is unavoidable, drivers must use all reversing aids at their disposal, such as any alarms, cab-mounted CCTV, reversing assistants, etc., and check that the area is clear of pedestrians before carrying out a reversing manoeuvre. No reversing must be carried out during the morning drop off or afternoon collection periods. Pedestrians must be kept clear of all reversing manoeuvres by positioning themselves in a safe location.

5. Pedestrians

Pedestrians must only access the school grounds from the designated entrances, which are the pedestrian gate at the entrance as shown below. Pedestrians need to recognise that these entrance gates are adjacent to vehicular access points that will be in use during peak times and should exercise caution, and at no time should they use the vehicle access points as there is a significant risk of collisions.

Sign to indicate 'drop-off' point and access route for other vehicles



Morning 'drop-off' point and pedestrian access to gate

Pedestrian access and path to gate



All students / pedestrians should make sure that they use the pavements and well-defined walkways safely and avoid spilling onto the roads used by vehicles. Once through the main access gates all pedestrian movements around the school site should be behind the safety fencing which separates designated walkways from access roads and car parking areas. Pedestrians should use the zebra crossings where provided. Dropped kerbs are provided throughout the site to provide suitable access and egress for wheelchair users.

During arrivals in the morning, entry into school buildings should be via the designated entrances for each particular year group. At the end of the school day students should exit from the designated exits related to the internal one-way systems.

In wet or inclement weather conditions students are able to access 'dry' conditions within the Main Hall, STEM Block, Café and 'Bytezone' areas.

6. Staff

All members of staff should act as responsible adults and set a good example to students by complying with all site rules. This includes obeying the site speed limit (**5 MPH**), wherever possible only parking in the designated areas and not parking haphazardly about the site. Wherever appropriate they should use designated pedestrian routes after alighting their vehicles. Staff must remember that some students, particularly young ones, will have little appreciation of the risks associated with traffic movement and must take this into consideration when driving near or into and around the school.

All staff, irrespective of whether or not they are undertaking any formal supervisory or monitoring duties, must report any incidents of non-compliance with site rules they observe to a member of the senior Leadership Team.

Staff must not leave the school site in their vehicle at the end of the school day until authorised to do so by the staff on duty and **no earlier than 3.00pm**. This is important because of the number of students accessing school transport, a lift by their parent or carer and those walking home via the main exit gates.

7. Students

It is very important that students set a good example to others, particularly in the spirit of being a safe school. There are a number of rules that they should be aware of.

- Students should be particularly aware that pedestrian **entry into the school grounds via vehicular access gates is strictly forbidden**. Whilst this may seem a quick way into the school, it is a breach of the site rules and compromises their personal safety and the safety of others.
- Students found to be climbing over fences, railings or walls and not following staff instructions in relation to the site, or not adhering to the contents of this plan will be in breach of the site rules and this will be dealt with in accordance with the Positive Relationships policy.
- When crossing roads within the school, pupils must use the zebra crossings provided.
- Students being dropped off by parents / carers should alight the vehicle on the kerbside only within the designated 'drop-off' area unless given prior permission in instances of a disability or personal injury.
- Students should enter the main school site by either of the main access gates. They should remain behind the safety fencing at all times other than when using identified pedestrian crossing areas.
- Students should avoid using earphones that will distract them from vehicle movements.
- Students should ensure that they stop, look and listen before crossing roads especially when wearing coats with hoods.
- When using the pavements / footpaths all people should walk and not run, showing respect for others and all safety considerations.

Students must follow the instructions of staff and be aware of the following when accessing the designated bus 'drop-off' area:

- All buses should stop each morning in the designated bus 'drop-off' area in front of the main (purple) gate. Buses should not block any part of the pedestrian crossing that links the car park to the main reception.
- The buses must be at a complete stop before students are allowed to disembark. Drivers cannot see pedestrians who are out of their view and must ensure that they are acting responsibly.
- On exiting a bus, each student should walk through the main (purple) gate which allows them to access safe walkways behind the safety fencing. They must not cross in front of the buses and walk across the main car park area
- Students must allow the staff / drivers to carry out their duties without distraction and behave well whilst on board. This ensures that vehicles can move off on time and the journey is comfortable for all.

Post-16 Consortium transport

- The consortium transport will stop to collect students from outside the main (purple) gates
- Students will access the bus at this point each morning before it leaves at 8.35am to travel to HHS
- The bus will stop to drop students from HHS outside the main (purple) gates at 9.05am. Students should access the main (purple) gate to move promptly behind the safety fencing and enter the building via main reception
- The bus will stop at the same point when returning to PHS from HHS and students should access the main (purple) gate to move promptly behind the safety fencing.

Late bus (PDG)

- The late bus will stop to collect students from outside the main (purple) gates Tuesdays and Wednesdays (in-line with activity timetable) at 4.00pm
- The bus must be at a complete stop before allowing students to get on. Engines should be switched off unless there is a valid safety reason to have the engine running. Only when students /

pedestrians are clear of the vicinity of the bays or all on board, should drivers exit this area following the agreed departure by the designated school supervisor. All buses must adhere to the 5MPH maximum speed limit on site.

- The member of staff who has delivered the after-school activity will be the designated supervisor access to this bus.

8. Car parks

There are a number of car parking areas within the school. Areas 1 and 2 are for use by school staff only. There are four disabled parking bays in these car parks, both in close proximity to the STEM block and the main block. A one-way system is in operation in these areas and all staff should adhere to the local arrangements.

Sixth form students and visitors to the school should use Car park area 3. There are 2 disabled parking bays in this car park.



Car park 3

Staff are expected to act responsibly on the site when parking and accessing the school building. If they are aware of unauthorised use of parking bays, this should be reported via the school receptionist or to the leadership team who will inform / remind the offending driver of the correct use of the site.

9. Parents / Carers dropping off and collecting their child(ren)

Parents and carers 'dropping-off' students each morning should do so in the designated drop-off area near the main school gates and use the short one-way system to exit the school site. Parents and carers should not drop students off in any other area unless given prior permission, such as for children who have a disability or injury. All students should alight from a vehicle on the kerbside only.

Restrictions apply to the movement of vehicles during the afternoon pick-up time. No vehicles will be allowed to leave any of the car parks during these times until all children have accessed home to school transport. No parents or carers should use the morning drop-off point at this time of the day and are asked to wait for their child(children) outside the school site. Because of the very limited space outside the school it is recognised that on very few occasions parents / carers may access the school site to pick-up. They will only be allowed to leave the school site under the supervision and decision making of staff on duty.

All parents / carers must adhere to the **5 MPH** maximum speed limit on site.



10. Visitors

Visitors must only park in available designated bays within the visitors' car park area 3. Doing so will allow unrestricted movement of other vehicles during the school day. If parking bays are unavailable then visitors can access the staff car park areas if there is space to do so safely. All visitors must adhere to the **5 MPH** maximum speed limit on site. Parking is not permitted in the designated bus 'drop-off' area at any time, even for the shortest duration.

Visitors are required to sign in at reception. On departure, visitors should sign out at reception and leave the building by the main entrance door. Disabled visitors may park in the most appropriate disabled parking bay, either in car park area 1 or 3.

11. The use of E-Scooters

E-scooters are prohibited from use anywhere on our school site and should not be brought onto the school site under any circumstances.

This is because they are restricted for use solely on private land with the permission of the land owner. It is illegal to use a privately owned e-scooter on pavements, cycle paths or roads at present. In these circumstances it would be illegal to ride an e-scooter to school and also to use it on our school site.

Under current UK law, e-scooters are classed as ‘powered transporters’, which means they are treated in the same way as motor vehicles, so pavements and cycle paths are strictly off limits. To be used on a public road they would have to meet the same requirements as cars and motorbikes and have the correct MOT, tax, insurance, licence and construction techniques, which currently is virtually impossible technically and financially.

Summary

- At present, there are no restrictions on selling e-scooters in the UK;
- At present, the only e-scooters that are legal to use on UK roads are those taking part in government approved rental trial schemes, which began back in 2020 to help gather data for the potential full legalisation of the machines;
- There are currently no trials in Wales;
- The only place that privately owned machines can currently be used legally is on private land with the permission of the landowner;
- It is illegal to use a privately owned e-scooter on public roads;
- It is illegal to ride any form of e-scooter on the pavement;
- In Wales, the devolved government has indicated it is looking at legalising e-scooters but have not set out plans for legislation to do so yet;

12. Contractors / Deliveries / Waste and Recycling Collection / School car

i). Contractors and delivery drivers

Contractors and delivery vehicles should drive with care and at **5 MPH** to the area in front of the main reception. On arrival they must report to the reception desk in the upper block to advise the nature of their visit, parking in the designated delivery bay in the car park area 1 close to the main reception. Drivers may be issued with a copy of this plan for reference or simply be advised of the site rules in relation to the area they are parking at the time. All contractors must adhere to the **5MPH** maximum speed limit on site. Arrangements for contractors who are carrying out long term construction works on site must be agreed to prior to the commencement of the work.



Contractors and delivery drivers / vehicles should follow the one-way system to the designated area in front of the main reception





Designated 'drop-off' area for selected contractors and delivery drivers / vehicles close to main reception



Designated area for canteen deliveries immediately outside the entrance to the canteen.

This area can also receive delivery lorries with direct access into the main hall and receptions area

ii). Waste and Recycling Collection

All refuse and recycling collections are made prior to 7.30am, outside school break times or lunchtimes wherever possible or after school finishes when there are fewer people on site. The waste / refuse collection area is located at the rear of the school canteen (recently moved as shown by the arrow below). The refuse / recycling drivers use reversing assistants during the reversing manoeuvre. All refuse and recycling vehicles must adhere to the **5 MPH** maximum speed limit on site.



Designated area for refuse and waste / recycling vehicles alongside the refuse collection and storage area.

Designated area for deliveries, in particular canteen deliveries.

This is located in the area of car park 2



Designated area for refuse and waste disposal.

This is the area from which contractors can take away waste from the site at agreed times when students are not using the area, ideally before or after main school sessions.

13. Home to School Transport

There is a designated bus 'drop-off' area for sole use of the Home to School transport each morning. No vehicles apart from the designated buses are allowed to stop or park in this area.

Buses must be at a complete stop before allowing students to get on or off the bus. Engines should be switched off unless there is a valid safety reason to have the engine running. Only when students / pedestrians are clear of the vicinity of the bays or all on board, should drivers exit this area following the agreed departure by the designated school supervisor. All buses must adhere to the **5MPH** maximum speed limit on site.

The school at present has 4 contracted mini-buses transferring various students. Students in taxis and minibuses can alight in the area outside the main block reception moving through the main (purple) gates. This arrangement gives consideration for the needs of many of the children travelling by minibus or taxi.



Designated 'drop-off' area for school buses each morning



The main (purple) gate from bus drop-off area to the defined walkways for students / pedestrians

14. Outside School

In the morning : Parents / carers are asked to enter through the main school gates and use the designated 'drop-off' area when transporting their child(ren) to school in the morning. Students should only use the pavements / footpaths in order to access the Main hall or authorised and designated outside space.

In the afternoon: Parents / carers should not use the designated 'drop-off' area to pick their child / children up at the end of the school day unless in extreme circumstances such as a child with a disability or injury. Parents / carers are encouraged not to park in a manner which restricts access to or from the school site or in a way that compromises the safety of students walking home along pavements / footpaths and to allow their children to walk the remaining distance if they drop them off further away.

There is a crossing positioned near to the main entrance to the school which pedestrians should use. The road outside of each entrance should be kept clear to allow vehicles to pass safely. Parking indiscriminately, such as mounting pavements, double parking, stopping on any yellow lines, obstructing access points and parking near junctions causes danger to pupils and other road users. Accidents can arise if views are obstructed or pedestrians have to negotiate between parked vehicles. In addition, the roads can become congested which results in frustration and delays to services and ongoing journeys.

15. Supervision

The LT and site team is responsible for a supervision rota so that staff are on duty at the designated times and locations. Supervisory staff must position themselves in a safe location when undertaking their role.

16. Monitoring of compliance against this plan

Key to the ongoing monitoring of the plan is the role of LT and other staff. All staff have a responsibility to make sure that they are acting in such a way as not to compromise the health and safety of themselves or others. When appropriate the LT will report any concerns with this plan to the Governing Body Premises Committee and a record kept through the minutes.

Traffic and driving issues arising from the behaviour of parents / carers, contractors, delivery drivers, cleaning and catering staff will be dealt with or escalated by the Executive Headteacher, Head of School or Site Manager. The appropriate Attendance and Wellbeing Manager will be responsible for addressing the conduct of pupils where this is not consistent with the requirements of this TMP.

Home to school transport issues will be reported to the Integrated Transport Unit. All staffing issues will be dealt with by the Executive Headteacher. The Executive Headteacher and Site Manager will ensure that both the school traffic management risk assessment and this TMP is updated to reflect any amendments to the actual traffic management arrangements at the school. These will be discussed with Governors through the Premises and Health and Safety Committee.

17. Reporting an on-site traffic incident / accident

Incidents and accidents must be reported initially to the Site Manager who will then inform school governors through the Premises committee and if appropriate the RCT Health and Safety officers.

Appendix 1 : Morning drop-off arrangements

Morning

During the morning drop off the school has a number of buses / coaches arriving between 08:00 and 08:30am. Buses arrive through the main entrance and park close to main (purple) gated entrance in front of the main reception area. When the buses have stopped the driver informs students that they may alight the bus. Students alight the bus directly pedestrian crossing. Students should make their way through the main (purple) gates inside the safety fence, thus keeping them safe from the main car park areas and access roads. From these walkways they can access the main hall or designated outside spaces. Once all students have alighted, the bus will be allowed to drive off site following the designated one-way system. This is the same for all taxis and minibuses transporting students.

A Staff Supervisor will be present each morning to guide coaches to the right areas and monitor the movement of students. In particular cases any additional buses coming onto the site may be held within the car park area with students remaining on the bus until the main drop-off points are clear and available.

Buses should remain in a 'queue', only leaving the school site in the order in which they arrived. Buses should not overtake any other vehicle within the school site.

The staff supervisor will be in communication with the other staff as appropriate. Staff involved need to be clearly visible, moving within the car park area whilst also keeping themselves safe. If the designated supervisor is unavailable for whatever reason then another member of staff must be assigned this role.

Staff Supervisor role

Staff should be proactive in supervising. General duties include:

- challenging unauthorised or inappropriate parking which creates a hazard or congestion;
- steering pedestrians away from hazard areas;
- supervising bus collections and exits from the school site. Buses exit once all students have alighted, are within the 'safe areas' behind perimeter fencing and the bus door is closed.
- challenging and reporting incidents of excessive speed;
- challenging and reporting drivers and pedestrians ignoring signs/instructions, using mobile phones when driving and other inappropriate behaviour
- ensuring students access the school site using main gates and as such remain behind the safety fence.
- To monitor the main entrance gate and the movement of parent / carer traffic in the school 'drop-off' zone (once all buses have arrived and students safely in School).

Appendix 2 : Morning supervision location for staff



To ensure buses drop-off close to gates and to supervise any queue of buses when a number arrive together

To oversee parent / career drop-off area and ensure children use main gate entrance and do not walk through the main car park

Appendix 3 : Afternoon pick-up arrangements

During the afternoon and at the end of the school day, buses / coaches arrive onto the school site from 2.30pm. Buses arrive through the main entrance and park in a regimented order, single-file, around the main car park area 1. They form a line with the first bus no further forward than the entrance point to car park area 3 (visitors). No reversing is required. All buses are parked up, stationary, with their engines turned off, when the first bell for the end of the day is activated. Students leave the school buildings from the relevant exits and as appropriate students make their way toward the stationary buses. Any additional vehicle movement will only be acceptable at the discretion of the staff supervising and always with the safety of all pedestrians as a priority.

Staff supervision during this time will be at least 4 staff. One supervisor will monitor the area towards the front of the line of buses to ensure no traffic is entering the school at this time. If this is the case then the vehicle will be asked to wait in the designated 'drop-off' area used by parents / carers each morning.

The second supervisor will be positioned within the middle of car park area 1. This will enable the safe access to buses for students leaving the STEM and main blocks and requesting they board immediately.

The third and fourth supervisor will be positioned at the main (purple gates) and the gates near car park area 2 to allow students to exit via these gates and make their way to their designated bus.

Staff should not leave the school site in their vehicle whilst children are moving from school buildings to their bus and / or walking to the main gates. They should only leave the site when authorised to do so by staff on duty, and **no earlier than 3.00pm**.

Consultation between the supervisors will determine when it is safe to allow the buses to move from site. This can be through a combination of 'walkie-talkie' or direct conversation. This will be when all students are on their respective buses and the traffic route through the site is free from pedestrians and other moving vehicles. Once all buses are full they will leave in order in which they are parked. There will be no reversing and buses must not overtake each other when leaving the school site. Buses should respect the **5 MPH** speed limit.

All supervisors will communicate with each other (as above paragraph) as well as being in contact with the pupil services to clear any requests for temporary bus passes. Staff supervising should be clearly visible to traffic. If the designated supervisor is unavailable for whatever reason then another member of staff should be assigned that role.

In the event that a bus is late arriving then students will be asked to wait in the large paved area at the front of the STEM block, behind the safety fence. Only when it is safe to do so will the supervisors allow the 'late' bus on site and to park where students can be picked up safely from in front of the lower block.

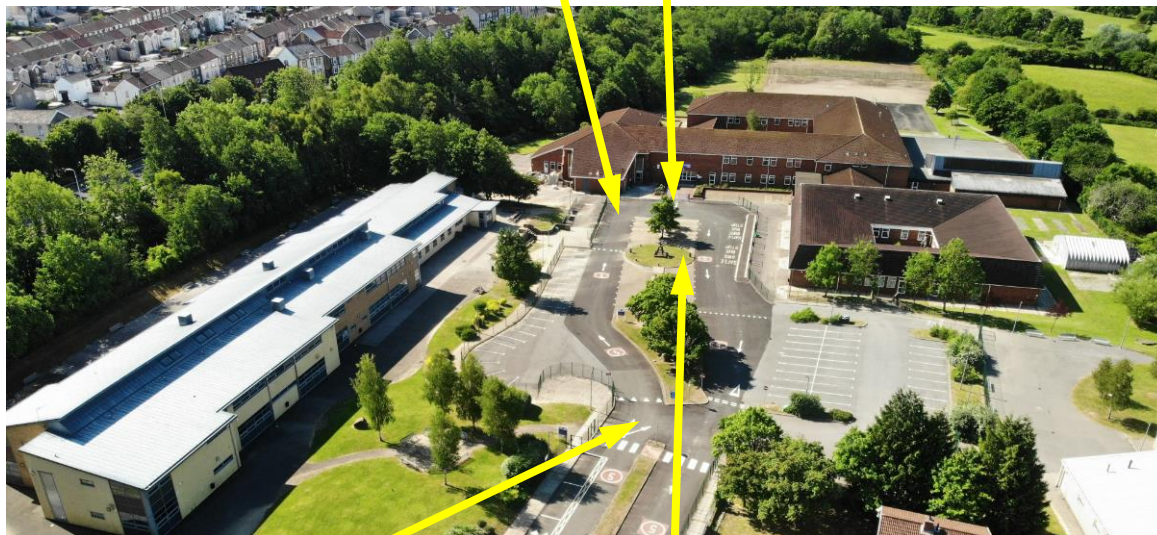
Staff Supervisors role

Staff should be proactive in supervising. General duties including:

- challenging unauthorised or inappropriate parking which creates a hazard or congestion;
- steering pedestrians away from hazard areas;
- supervising bus collections
- challenging and reporting incidents of excessive speed;
- challenging and reporting drivers and pedestrians ignoring signs/instructions, using mobile phones when driving and other inappropriate behaviour

Appendix 7 : Afternoon Supervision locations for staff

Staff will be present to manage the safe movement of students whilst accessing home transport. Staff will confirm that all students are on buses before authorising them to leave.



Staff will be present to ensure no vehicle comes onto the site unless authorised to do so.

Staff will be present to manage the safe movement of students whilst accessing home transport. Staff will confirm that all students are on buses before authorising them to leave.

Approved by:

Mark Thomas, Executive Headteacher

Bill Davies, Chair of Governors

Date:

October, 2023